

SAMPLE SHORTAGE LETTER

State of Washington
DEPARTMENT OF LICENSING
PO Box 9037
Olympia, WA 98507-9037

License plate:
Year/Make:
VIN:

Dear

Vehicle owners who reside within a Regional Transit Authority (RTA) boundary must pay an excise tax when their vehicle is registered. The RTA tax on this vehicle was not paid.

You will not be able to renew your vehicle registration until this RTA tax is paid. The amount you owe is _____.

You can pay this tax either:

- **By mail.** Prior to registration, send a check or money order in the amount you owe for the RTA tax payable to the Department of Licensing with a copy of this letter to: Refunds and Title Services
Department of Licensing PO Box 9037 Olympia, WA 98507-9037.
- **In person** at any vehicle licensing office. You can pay this amount you owe and your registration renewal fee at the same time in an office.

If you have questions or want to verify that your residence is within the RTA boundary, please call Sound Transit at 1-877-755-4550, option 1, or use their online address locator tool at www.soundtransit.org/rta. For questions about vehicle registration, contact our Refunds and Title Services Unit at 360-902-3833.

We apologize for any inconvenience this may cause.

Refunds and Title Services